

AGENDA ITEM # 6

**BIGHORN DESERT VIEW WATER AGENCY
AGENDA ITEM SUBMITTAL**

Meeting Date: February 28, 2017

To: Board of Directors

Budgeted: No

Budgeted Amount: N/A

Cost: To be presented at meeting

Funding Source: CIP 70/30 split (BDV/GM)

From: Marina D. West

General Counsel Approval: Consulted

CEQA Compliance: Filed Cat. Ex. 7/2/2015

Subject: Emergency Back-up Power for Administration Building and "A" Booster Station:
Award of Construction Contract and Authorize 10% Contingency on Project

SUMMARY

Staff has solicited quotes through the generator manufacturers for purchase and installation of a 40KW stationary generator and automatic transfer switches to operate the administration/shop building and the "A" Booster Station.

One quote has been received and another quote is expected. Due to unforeseen circumstances that quote was not received prior to Agenda posting. Staff would prefer to evaluate the project award based on at least two quotes and since this was not a formal bid the bid deadline was not absolute.

Staff expects to present the bid results at the Board meeting and at that time request authorization to proceed.

RECOMMENDATION

That the Board considers taking the following action(s):

1. Authorize General Manager to execute construction contract for the acquisition and installation of an emergency power system at 622 Jemez Trail to operate both the administration/shop buildings and the "A" Booster Station.

BACKGROUND/ANALYSIS

In early 2014 the Agency completed design drawings for the installation of transfer switches at various facilities. There was also an associated analysis of the generator requirements to operate the different size well pumps and buildings. At this time, many facilities do not have a transfer switch to transfer power from Southern California Edison to a generator. The Agency does not own any generators which are compliant with the Mojave Desert Air Quality Management Agency.

Thereafter the Agency was involved in the development of the Integrated Regional Water Management Plan by Mojave Water Agency and this project was short-listed as "shovel ready". Staff was optimistic that grant funding could be obtained for this project. In late 2016,

staff was finally informed by the State Water Resources Control Board that they were not interested in funding this project.

Since no grant funding could be found, staff is ready to begin implementing the project using Agency funds. Staff decided to break the project into phases. Phase I is back-up power at the administrative and shop buildings and the "A" Booster Station also located at 622 Jemez Trail. This back-up system will consist of one stationary generator, two transfer switches to be located on an existing concrete slab, electrical wiring and the necessary permits to bring the system on-line.

Generator manufacturers were contacted and local distributors were identified. Two vendors have expressed interest in bidding the project. One bid has been received and a second bid is expected by Monday March 27, 2017. Due to unforeseen circumstances the second bidder was unable to complete the bid by the initial submittal date of March 20, 2017. However, since this was not a formal bid the submission deadline was not mandatory. Furthermore, staff was not comfortable proceeding with just one bid since there is no cost history on this type of work. Therefore, staff allowed extra time for the second bid. If not received by Monday, March 27th staff may recommend postponing award until the April meeting.

However, staff expects to receive the second bid and present the bid results at the Board meeting and at that time request authorization to proceed.

PRIOR RELEVANT BOARD ACTION(S)

none

AGENDA ITEM # 8

General Ledger

Balance Sheet

User: ddiaz
Printed: 03/24/2017 - 9:44AM
Fund: All
Period: 8
Fiscal Year: 2017

February 2017



Fund ALFRE

Account Type	Amount
01 - General Fund	
Assets	
CASH & CASH EQUIVALENTS	
01-00-131200 - CASH UNION BANK OF CA	0.00
01-00-131250 - PACIFIC WESTERN BANK	1,883,666.75
01-00-131300 - CASH DRAWERS BASE FUND	1,000.00
01-00-134000 - PETTY CASH FUND	800.00
Total CASH & CASH EQUIVALENTS:	1,885,466.75
INVESTMENTS	
01-00-133030 - LAIF - CASH ACCOUNT	928,764.76
01-00-133111 - OPEN	0.00
01-00-133112 - OPEN	0.00
Total INVESTMENTS:	928,764.76
ACCOUNTS RECEIVABLE - WATER	
01-00-136000 - A/R OTHER (Non-UB AR)	7,048.00
01-00-137100 - A/R WATER	178,486.68
01-00-137110 - 2015 ID GM STANDBY A/R	35,861.90
01-00-137130 - A/R UNBILLED	59,680.69
01-00-139500 - 2009-10 LIEN-REC \$41976	4,097.79
01-00-139510 - 2010-11 LIEN REC \$33945	3,091.44
01-00-139520 - 2011-12 LIEN REC \$36833	5,485.28
01-00-139530 - 2012-13 LIEN REC \$39364	9,195.84
01-00-139540 - 2013-14 LIEN REC \$29,632	6,456.72
01-00-139541 - 2014-15 LIEN REC \$69,492	34,892.23
01-00-139542 - 2015-16 LIEN REC \$43,270	35,646.26
01-00-139600 - DUE FOR AMES/RECHE	0.00
01-00-139601 - DUE FOR HAZARD MITIGATION	0.00
01-00-139602 - DUE FROM AWACI	0.00
01-00-139900 - ALLOWANCE FOR BAD DEBTS-LIENS	(4,500.00)
Total ACCOUNTS RECEIVABLE - WATER:	375,442.83
ACCOUNTS RECEIVABLE - OTHER	
01-00-138000 - A/R PROPERTY TAXES	1,200.00
01-00-138030 - ACCRUED RECEIVABLE	0.00
01-00-139000 - A/R CUSTOMER PROJECTS	0.00
01-00-139040 - DOLLAR GENERAL	0.00
Total ACCOUNTS RECEIVABLE - OTHER:	1,200.00
INVENTORY	
01-00-143010 - INVENTORY-WATER SYSTEM PARTS	163,218.48
01-00-143012 - INVENTORY CLEARING	(7,059.78)
Total INVENTORY:	156,158.70
PREPAID EXPENSES	
01-00-144000 - PREPAYMENTS	0.00
01-00-144010 - PREPAYMENTS W/C INS	5,561.25

Fund ALFRE

Account Type	Amount
01-00-144020 - PREPAYMENTS PL & PD LIAB INS	9,826.04
01-00-144030 - BLM ID 1 LEASE PREPAY	0.00
Total PREPAID EXPENSES:	15,387.29
FIXED ASSETS	
01-00-111300 - FA ORGANIZATION	336,271.36
01-00-111301 - A/D ORGANIZATION	(131,956.46)
01-00-111350 - FA LAND	80,979.60
01-00-111400 - FA BUILDINGS	243,304.03
01-00-111401 - A/D BUILDINGS	(219,087.98)
01-00-111500 - FA YARDS	61,488.47
01-00-111501 - A/D YARDS	(53,890.62)
01-00-111600 - FA FUEL TANKS	18,942.68
01-00-111601 - A/D FUEL TANK	(15,186.59)
01-00-111700 - FA WATER SYSTEM	9,384,557.44
01-00-111701 - A/D WATER SYSTEM	(5,651,624.07)
01-00-111800 - FA SHOP EQUIPMENT	41,327.36
01-00-111801 - A/D SHOP EQUIPMENT	(41,327.36)
01-00-111810 - FA MOBILE EQUIPMENT	713,345.19
01-00-111811 - A/D MOBILE EQUIPMENT	(418,144.91)
01-00-111900 - FA OFFICE EQUIPMENT	264,146.10
01-00-111901 - A/D OFFICE EQUIPMENT	(122,075.14)
Total FIXED ASSETS:	4,491,069.10
CONST. IN PROGRESS - OTHER	
01-00-145010 - JV WELL	177,095.85
01-10-120050 - CIP EPA GRANT	0.00
Total CONST. IN PROGRESS - OTHER:	177,095.85
CONSTRUCTION IN PROGRESS	
01-00-120540 - ALTERNATE POWER IMPROVEMENTS	23,720.91
01-00-120541 - 2015 DODGE RAM 1500 VIN3532	0.00
01-00-120542 - 2015 DODGE RAM 1500 VIN3533	0.00
01-00-120543 - SPRINGBROOK SOFTWARE INSTALL	0.00
01-00-120544 - LOOKOUT PIPELINE	763.47
01-00-120545 - HDWD TIE-IN	262.32
01-00-120546 - BDV/GOAT MTN (W1) INTEGRATE	262.33
Total CONSTRUCTION IN PROGRESS:	25,009.03
PENSION DEFERRED OUTFLOWS	
01-00-120600 - PENSION DEFERRED OUTFLOWS	0.00
Total PENSION DEFERRED OUTFLOWS:	0.00
Total Assets:	8,055,594.31
Liabilities	
ACCOUNTS PAYABLE	
01-00-225200 - ACCRUED INTEREST PAYABLE	0.00
01-00-225300 - ACCRUED EXPENSES	0.00
01-00-227000 - ACCOUNTS PAYABLE	11,033.25
Total ACCOUNTS PAYABLE:	11,033.25
ACCRUED PAYROLL	
01-00-229000 - ACCURED PAYROLL LIABILITIES	11,112.84
01-00-229010 - GARNISHMENT WITHHOLDING	0.00
01-00-229100 - ACCURED EMP COMP BALANCES	57,978.59
Total ACCRUED PAYROLL:	69,091.43
ACCRUED PR LIABILITIES	
01-00-229001 - FEDERAL PR TAX PAYABLE	(207.49)

Fund ALFRE

Account Type	Amount
01-00-229002 - STATE PR TAX PAYABLE	(21.83)
01-00-229003 - HEALTH INSURANCE PAYABLE	7,279.56
01-00-229004 - 3RD PARTY INS PLAN PAYABLE	(563.47)
01-00-229005 - CALPERS PAYABLE	2,227.83
Total ACCRUED PR LIABILITIES:	8,714.60
CUSTOMER DEPOSITS	
01-00-225400 - UNCLAIMED FUNDS	0.00
01-00-226000 - CUSTOMER DEPOSITS	82,316.67
Total CUSTOMER DEPOSITS:	82,316.67
CIP DEPOSIT	
01-00-226010 - DOLLAR GENERAL DEPOSIT	0.00
Total CIP DEPOSIT:	0.00
PAYABLE FROM RESTRICTED ASSETS	
01-00-229500 - ACCRUED INT PAYABLE DV ID BNDS	0.00
Total PAYABLE FROM RESTRICTED ASSETS:	0.00
LONG TERM DEBT	
01-00-211010 - REVENUE BONDS PAYABLE - DV	106,977.05
01-00-223000 - REVENUE BONDS PAYABLE - BH	296,000.00
Total LONG TERM DEBT:	402,977.05
PENSION NET PENSION LIABILITY	
01-00-151000 - DEFERRED OUTFLOWS-PENS CONTRIB	(52,457.00)
01-00-153000 - DEFERRED OUTFLOW - ACTUARIAL	(20,103.00)
01-00-223100 - PENSION NET PENSION LIABILITY	450,309.00
01-00-225000 - DEFERRE INFLOW - ACTUARIAL	32,106.00
01-00-225001 - DEFERRED INFLOW-ADD'L DEFERRAL	6,769.00
Total PENSION NET PENSION LIABILITY:	416,624.00
PENSION DEFERRED INFLOW	
01-00-223110 - PENSION DEFERRED INFLOWS	0.00
Total PENSION DEFERRED INFLOW:	0.00
Total Liabilities:	990,757.00
Fund Balance	
FUND BALANCE	
01-00-301090 - CONTRIBUTED CAPITAL/HUD	291,094.58
01-00-301110 - FMHA GRANTS	758,297.76
01-00-310000 - FUND BALANCE	5,311,717.56
01-00-310010 - FUND BALANCE FEMA & OES	427,895.00
Total FUND BALANCE:	6,789,004.90
Total Fund Balance:	6,789,004.90
Total Liabilities and Fund Balance:	7,779,761.90
Total Retained Earnings:	275,832.41
Total Fund Balance and Retained Earnings:	7,064,837.31
Total Liabilities, Fund Balance, and Retained Earnings:	8,055,594.31
Totals for Fund 01 - General Fund:	0.00

General Ledger

Budget Status

User: ddiaz
 Printed: 3/24/2017 - 9:44 AM
 Period: 8, 2017

February 2017



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 01	General Fund							
Dept 01-00	No Department							
R05	OPERATING REVENUE							
01-00-410000	SERVICE LINE INSTALLATION F	1,785.00	0.00	3,570.00	-1,785.00	0.00	-1,785.00	0.00
01-00-410010	BASIC FACILITIES CHARGE	4,500.00	0.00	9,000.00	-4,500.00	0.00	-4,500.00	0.00
01-00-411000	INCOME METERED WATER	533,919.00	33,997.42	428,913.44	105,005.56	0.00	105,005.56	19.67
01-00-412000	INCOME STANDBY ID GM	68,000.00	1,052.85	51,948.90	16,051.10	0.00	16,051.10	23.60
01-00-413000	BASIC SERVICE CHARGE	809,021.00	76,990.79	558,668.81	250,352.19	0.00	250,352.19	30.95
01-00-417000	INCOME OTHER (OPERATING)	52,000.00	3,302.56	38,084.27	13,915.73	0.00	13,915.73	26.76
01-00-417002	UNRESTRICTED FROM CSA70W	0.00	0.00	-36,334.00	36,334.00	0.00	36,334.00	0.00
01-00-417003	RESTRICTED FROM CSA70W1	0.00	0.00	-19,547.64	19,547.64	0.00	19,547.64	0.00
01-00-417004	INCOME REIMBURSEMENT (ID	0.00	0.00	62,511.58	-62,511.58	0.00	-62,511.58	0.00
01-00-419000	AMES BASIN WATER TRANSFER	40,000.00	0.00	1,920.75	38,079.25	0.00	38,079.25	95.20
R05 Sub Totals:		1,509,225.00	115,343.62	1,098,736.11	410,488.89	0.00	410,488.89	27.20
R10	NON-OPERATING REVENUE							
01-00-491000	GA02 GEN LEVY IMP DIST A BH	53,446.00	3,213.87	29,312.69	24,133.31	0.00	24,133.31	45.15
01-00-491010	DA01 DEBT SRVC IMP1 (BH BON	175,900.00	13,699.44	105,577.96	70,322.04	0.00	70,322.04	39.98
01-00-491020	GA01 GENERAL TAX LEVY (BVI	51,873.00	2,570.83	28,698.26	23,174.74	0.00	23,174.74	44.68
01-00-491030	INCOME REV BONDS DV FMHA	48,434.00	8,371.53	33,462.37	14,971.63	0.00	14,971.63	30.91
01-00-491040	GA03 ID GM GEN TAX LEVY	23,000.00	703.99	15,229.58	7,770.42	0.00	7,770.42	33.78
01-00-492000	INTEREST INCOME	4,000.00	0.00	4,243.77	-243.77	0.00	-243.77	0.00
01-00-496000	INCOME OTHER (NON OPERATI	25,000.00	1,285.05	35,723.48	-10,723.48	0.00	-10,723.48	0.00
01-00-499990	FUNDS FOR AMES/RECHE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-499991	GRANT FOR HAZARD MITIGATI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-499992	CAPITAL CONTRIBUTION REVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-499993	AWAC GRANT REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R10 Sub Totals:		381,653.00	29,844.71	252,248.11	129,404.89	0.00	129,404.89	33.91
Revenue Sub Totals:		1,890,878.00	145,188.33	1,350,984.22	539,893.78	0.00	539,893.78	28.55
E25	NON-OPERATING EXPENSE							
01-00-562000	OFFICE EQUIPMENT EXPENSE	6,000.00	793.29	12,080.33	-6,080.33	6,516.61	-12,596.94	0.00
01-00-563000	CUSTOMER RELATIONS	2,000.00	20.22	1,673.19	326.81	0.00	326.81	16.34
01-00-564000	OTHER ADMINISTRATIVE EXPE	5,000.00	1,008.90	4,181.66	818.34	0.00	818.34	16.37

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-00-564500	CSA70 COW/CAP FEES	13,525.00	0.00	799.17	12,725.83	0.00	12,725.83	94.09
01-00-570000	INTEREST EXPENSE - BH BOND	14,800.00	0.00	-1,604.16	16,404.16	0.00	16,404.16	110.84
01-00-571000	DEPRECIATION EXPENSE	0.00	29,626.03	223,998.72	-223,998.72	0.00	-223,998.72	0.00
01-00-571100	AMORTIZATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-573500	MWA PIPELINE DEBT	75,000.00	0.00	0.00	75,000.00	0.00	75,000.00	100.00
01-00-573501	GOAT MTN - MWA PIPELINE DEI	8,300.00	0.00	0.00	8,300.00	0.00	8,300.00	100.00
01-00-581000	ELECTION COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-591000	INTEREST EXPENSE - DV BOND	7,049.00	3,514.84	4,872.26	2,176.74	0.00	2,176.74	30.88
01-00-593000	EXPENSE / INCOME MISC	500.00	503.35	511.45	-11.45	0.00	-11.45	0.00
01-00-594000	GAIN (LOSS) ASSET DISPOSAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	132,174.00	35,466.63	246,512.62	-114,338.62	6,516.61	-120,855.23	0.00
	Expense Sub Totals:	132,174.00	35,466.63	246,512.62	-114,338.62	6,516.61	-120,855.23	0.00
	Dept 00 Sub Totals:	-1,758,704.00	-109,721.70	-1,104,471.60	-654,232.40	6,516.61		
Dept 01-01	Administration							
E15	ADMINISTRATIVE EXPENSE							
01-01-560030	ADMINISTRATIVE COMPENSAT	285,274.00	21,050.17	176,076.42	109,197.58	0.00	109,197.58	38.28
01-01-560060	CONTRACTUAL SERV-AUDIT OF	30,650.00	0.00	31,218.00	-568.00	0.00	-568.00	0.00
01-01-560070	CONTRACTUAL SERV-LEGAL	16,000.00	495.00	6,930.00	9,070.00	0.00	9,070.00	56.69
01-01-560071	GOAT MTN - CONTRACT SVS LE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-560080	PERS CONTRIBUTION	61,523.00	2,556.85	48,379.40	13,143.60	0.00	13,143.60	21.36
01-01-560090	PAYROLL TAXES	14,686.00	778.98	6,133.75	8,552.25	0.00	8,552.25	58.23
01-01-560110	TELEPHONE/FAX/INTERNET/WI	8,000.00	615.51	4,827.11	3,172.89	0.00	3,172.89	39.66
01-01-560120	MAILING EXPENSE	1,500.00	0.00	944.43	555.57	0.00	555.57	37.04
01-01-560140	CONTRACTUAL SERV-OTHER	65,700.00	1,128.20	37,579.16	28,120.84	0.00	28,120.84	42.80
01-01-560160	PROPERTY/LIABILITY EXPENSE	30,000.00	2,456.51	19,652.08	10,347.92	0.00	10,347.92	34.49
01-01-560170	WORKERS COMP EXPENSE	13,000.00	1,390.31	10,187.59	2,812.41	0.00	2,812.41	21.63
01-01-560180	DUES & SUBSCRIPTIONS	7,000.00	25.50	5,737.00	1,263.00	0.00	1,263.00	18.04
01-01-560200	POWER/PROPANE OFFICES & Yr	6,000.00	344.07	4,555.16	1,444.84	0.00	1,444.84	24.08
01-01-560220	BAD DEBT EXPENSE	200.00	0.00	352.75	-152.75	0.00	-152.75	0.00
01-01-560221	BAD DEBT-LIENS/UNCOLLECT/	200.00	0.00	0.00	200.00	0.00	200.00	100.00
01-01-560230	LEAK RELIEF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-560250	PROPANE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-560300	OFFICE SUPPLIES/PRINTING	10,000.00	707.92	4,832.49	5,167.51	0.00	5,167.51	51.68
01-01-561000	EMPLOYEE BENEFITS INSURAN	175,000.00	10,836.39	85,033.14	89,966.86	0.00	89,966.86	51.41
01-01-561100	EMPLOYEE EDUCATION/TRAIN	3,000.00	0.00	2,346.00	654.00	0.00	654.00	21.80
01-01-561500	PAYROLL FRINGE EXP TO PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-561600	OVERHEAD TO PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	727,733.00	42,385.41	444,784.48	282,948.52	0.00	282,948.52	38.88
	Expense Sub Totals:	727,733.00	42,385.41	444,784.48	282,948.52	0.00	282,948.52	38.88

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-05	Dept 01 Sub Totals:	727,733.00	42,385.41	444,784.48	282,948.52	0.00		
E05	Operations							
01-05-541020	OPERATIONS EXPENSE							
01-05-541030	OPERATIONS COMPENSATION	245,489.00	20,673.00	163,785.87	81,703.13	0.00	81,703.13	33.28
01-05-541050	UNIFORMS	4,000.00	255.50	2,087.44	1,912.56	0.00	1,912.56	47.81
01-05-541060	AUTO CONTROLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-541070	VEHICLE/TRACTOR/EQUIP EXP	11,155.00	4,278.67	11,546.32	-391.32	0.00	-391.32	0.00
01-05-541080	GOAT MTN-VEH/EQUIP/TRACT	845.00	0.00	844.26	0.74	0.00	0.74	0.09
01-05-541090	VEHICLE EXPENSE-FUEL	24,000.00	1,089.76	15,582.66	8,417.34	0.00	8,417.34	35.07
01-05-541100	FIELD MATERIALS & SUPPLIES	30,000.00	1,868.89	20,448.25	9,551.75	0.00	9,551.75	31.84
01-05-541091	GOAT MTN-FIELD MAT/SUPPLIE	20,000.00	2,307.15	17,492.18	2,507.82	0.00	2,507.82	12.54
01-05-541095	SHRINKAGE	0.00	0.00	-59.39	59.39	0.00	59.39	0.00
01-05-541110	WATER TESTING	9,755.00	1,137.50	4,953.50	4,801.50	0.00	4,801.50	49.22
01-05-541120	CONTRACTUAL SRV-ENGINEER	40,000.00	0.00	11,997.70	28,002.30	0.00	28,002.30	70.01
01-05-541121	GOAT MTN-ENGINEERING	20,000.00	0.00	5,451.30	14,548.70	0.00	14,548.70	72.74
01-05-541140	WATER SYSTEM REPAIRS	40,000.00	1,222.86	13,306.32	26,693.68	0.00	26,693.68	66.73
01-05-541141	EXCAVATION COUNTY OF SB	200.00	0.00	230.00	-30.00	0.00	-30.00	0.00
01-05-541142	GOAT MTN-EXCAVATIONS COSI	200.00	0.00	0.00	200.00	0.00	200.00	100.00
01-05-541143	GOAT MTN-WATER SYSTEM REI	30,000.00	524.08	17,235.53	12,764.47	0.00	12,764.47	42.55
01-05-541150	BUILDING MAINTENANCE/REP	8,600.00	495.69	5,338.45	3,261.55	0.00	3,261.55	37.93
01-05-541190	COMMUNICATIONS EXPENSE	3,800.00	268.87	2,118.78	1,681.22	0.00	1,681.22	44.24
01-05-541210	DISINFECTION EXPENSE	7,500.00	0.00	5,871.11	1,628.89	0.00	1,628.89	21.72
01-05-541250	POWER WELLS & PUMPS	78,500.00	7,509.07	47,589.46	30,910.54	0.00	30,910.54	39.38
01-05-541251	GOAT MTN-POWER WELLS/BOC	27,500.00	2,189.62	10,116.62	17,383.38	0.00	17,383.38	63.21
01-05-541300	OTHER OPERATING EXPENSES	22,000.00	3,935.02	8,000.79	13,999.21	0.00	13,999.21	63.63
01-05-541301	GOAT MTN-OTHER OPERATING	5,350.00	0.00	716.00	4,634.00	0.00	4,634.00	86.62
01-05-541700	EQUIPMENT EXP TO CIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-541701	CAPITALIZED LABOR EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-542000	AMES WATER	35,000.00	0.00	0.00	35,000.00	0.00	35,000.00	100.00
E05 Sub Totals:		663,894.00	47,755.68	364,653.15	299,240.85	0.00	299,240.85	45.07
	Expense Sub Totals:	663,894.00	47,755.68	364,653.15	299,240.85	0.00	299,240.85	45.07
Dept 05-01-09	Dept 05 Sub Totals:	663,894.00	47,755.68	364,653.15	299,240.85	0.00		
E15	Directors							
01-09-560021	ADMINISTRATIVE EXPENSE							
01-09-560022	DIRECTOR MCBRIDE	6,500.00	121.55	3,740.38	2,759.62	0.00	2,759.62	42.46
01-09-560024	DIRECTOR CORL-LORONO	6,500.00	364.65	3,192.59	3,307.41	0.00	3,307.41	50.88
01-09-560025	DIRECTOR BURKHART	6,500.00	243.10	3,096.98	3,403.02	0.00	3,403.02	52.35
01-09-560026	DIRECTOR STALEY	6,500.00	607.75	4,708.53	1,791.47	0.00	1,791.47	27.56
01-09-560090	DIRECTOR COULOMBE	6,500.00	364.65	4,044.08	2,455.92	0.00	2,455.92	37.78
	PAYROLL TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-10								
E20								
01-10-056198	CIP EXPENSE							
01-10-056199	LABOR APPLIED TO CIP PROJEC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561900	LABOR APPLIED TO WTP PROJEC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561901	OVERHEAD FOR CIP ONLY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561902	ALT POWER IMP 12054	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561904	LOOKOUT PIPELINE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561905	BDV/IDGM INTEGR & TIE-IN	0.00	0.00	419.00	-419.00	0.00	-419.00	0.00
01-10-561905	JV WELL 10 PUMP/MOTOR REPI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561916	W1-LEGAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561917	ID GM FIXED ASSETS 7.1.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561920	HAZARD MITIGATION PLAN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561921	AWAC GRANT1, WATER ED FEST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561922	GMW3 PUMP/MOTOR REPLACE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561923	BOARDROOM A/C REPLACEMENT	5,700.00	0.00	0.00	5,700.00	0.00	5,700.00	100.00
01-10-561930	AMES RECHE FINAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561940	SHOP EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561945	ORGANIZATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561950	LAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561955	OFFICE BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561960	YARDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561965	FUEL STORAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561970	WATER SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561972	DODGE RAM3500	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561973	2015 4X4 DODGE RAM 1500 V#3:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561974	2015 DODGE 4X4 RAM 1500 V#3:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561976	2015 TOYOTA TACOMA- GRAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561978	2015 TOYOTA TACOMA - WHITE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561980	OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561982	FINANCIAL & BILLING SOFTWA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-561984	BILLING SOFTWARE-GOAT MTN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E20 Sub Totals:		5,700.00	0.00	419.00	5,281.00	0.00	5,281.00	92.65
Expense Sub Totals:		5,700.00	0.00	419.00	5,281.00	0.00	5,281.00	92.65
Dept 10 Sub Totals:		5,700.00	0.00	419.00	5,281.00	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	1,890,878.00	145,188.33	1,350,984.22	539,893.78	0.00	539,893.78	28.55
	Fund Expense Sub Totals:	1,562,001.00	127,309.42	1,075,151.81	486,849.19	6,516.61	480,332.58	30.75
	Fund 01 Sub Totals:	-328,877.00	-17,878.91	-275,832.41	-53,044.59	6,516.61		
	Revenue Totals:	1,890,878.00	145,188.33	1,350,984.22	539,893.78	0.00	539,893.78	28.55
	Expense Totals:	1,562,001.00	127,309.42	1,075,151.81	486,849.19	6,516.61	480,332.58	30.75
	Report Totals:	-328,877.00	-17,878.91	-275,832.41	-53,044.59	6,516.61		

Bank Reconciliation

Checks by Date

User: ddiaz
 Printed: 03/24/2017 - 9:45AM
 Cleared and Not Cleared Checks
 Print Void Checks



Check No	Check Date	Name	Comment	Module	Void	Clear Date	Amount
0	2/1/2017	BURRTEC WASTE&RECYC		AP			85.69
0	2/1/2017	SO CAL EDISON		AP			10,042.76
18463	2/1/2017	CDW GOVERNMENT		AP			255.04
18464	2/1/2017	CLINICAL LABORATORY OF SB, IN		AP			717.50
18465	2/1/2017	FRONTIER CALIFORNIA, INC		AP			413.51
18466	2/1/2017	HI-DESERT STAR		AP			264.00
18467	2/1/2017	pwbIMAGE SOURCE, INC		AP			312.63
18468	2/1/2017	pwbINFOSEND, INC.		AP			202.79
18469	2/1/2017	INLAND WATER WORKS SUPPLY C		AP			628.20
18470	2/1/2017	JOHN'S GARAGE,LLC		AP			859.50
18471	2/1/2017	MOM'S DESERT VALLEY CLEANIN		AP			180.00
18472	2/1/2017	OFFICE DEPOT		AP			38.95
18473	2/1/2017	PREMIER ACCESS INSURANCE, CC		AP			959.71
18474	2/1/2017	SDRMA		AP			11,832.21
18475	2/1/2017	XEROX CORPORATION		AP			227.40
18476	2/1/2017	Affordable Rentals Affordable Rentals		AP			100.00
18477	2/1/2017	BLM U.S Gov BLM Bureau of Land M		AP			97.26
18478	2/1/2017	Chris Byers		AP			55.28
18479	2/1/2017	Nancy Douglas		AP			2.24
18480	2/1/2017	Carissa Hessen		AP			6.66
18481	2/1/2017	Dwain Stull		AP			88.44
0	2/8/2017	IRS PAYROLL		AP			116.47
0	2/8/2017	EDD PAYROLL		AP			11.27
18487	2/8/2017	DAVID REWAL		PR			709.22
0	2/9/2017	IRS PAYROLL		AP			300.27
0	2/9/2017	EDD PAYROLL		AP			1.79
18482	2/9/2017	TERRY BURKHART		PR			224.51
18483	2/9/2017	JUDY CORL-LORONO		PR			336.75
18484	2/9/2017	J LARRY COULOMBE		PR			336.75
18485	2/9/2017	MICHAEL MCBRIDE		PR			108.94
18486	2/9/2017	JAMES STALEY		PR			522.87
18488	2/9/2017	MICHELLE CORBIN		PR			1,334.24
18489	2/9/2017	DESTINY DIAZ		PR			989.98
18490	2/9/2017	ROSA SANDOVAL		PR			940.57
18491	2/9/2017	MARY HELEN TUTTLE		PR			334.92
18492	2/9/2017	MARINA WEST		PR			3,747.71
18493	2/9/2017	JAMES BOYD		PR			1,490.05
18494	2/9/2017	MICHAEL CARUSO		PR			1,430.46
18495	2/9/2017	JARED HUNTZINGER		PR			1,479.37
18496	2/9/2017	LOGAN NOUNNAN		PR			1,248.91
18497	2/9/2017	DAVID REWAL		PR			1,683.73
0	2/16/2017	AT&T MOBILITY		AP			268.87
0	2/16/2017	CINTAS CORPORATION #150		AP			255.50
0	2/16/2017	FIRST NATIONAL BANK		AP			1,043.58
0	2/16/2017	AMERICAN FIDELITY ASSURANCE		AP			879.78
18498	2/16/2017	APPLE VALLEY COMMUNICATION		AP			50.00

Check No	Check Date	Name	Comment	Module	Void	Clear Date	Amount
18499	2/16/2017	AUTOZONEPARTS		AP			208.37
18500	2/16/2017	CLINICAL LABORATORY OF SB, IN		AP			420.00
18501	2/16/2017	DAVID L. WYSOCKI		AP			495.00
18502	2/16/2017	EH WACHS		AP			1,715.15
18503	2/16/2017	FATTY'S FENCING		AP			375.00
18504	2/16/2017	FLYERS ENERGY LLC		AP			1,089.76
18505	2/16/2017	HI-DESERT STAR		AP			220.00
18506	2/16/2017	HOME DEPOT CREDIT SERVICES		AP			388.19
18507	2/16/2017	pwbINFOSEND, INC.		AP			698.01
18508	2/16/2017	INLAND WATER WORKS SUPPLY C		AP			2,084.19
18509	2/16/2017	JOHN'S GARAGE,LLC		AP			509.34
18510	2/16/2017	MOM'S DESERT VALLEY CLEANIN		AP			180.00
18511	2/16/2017	OFFICE DEPOT		AP			102.87
18512	2/16/2017	PETTY CASH		AP			515.15
18513	2/16/2017	SDRMA		AP			22,530.66
18514	2/16/2017	SOUTHERN CALIFORNIA FLEET SE		AP			1,158.07
18515	2/16/2017	UNDERGROUND SERVICE ALERT		AP			25.50
18516	2/16/2017	US DEPT OF THE INTERIOR/BLM		AP			3,935.02
18517	2/16/2017	USDA RURAL DEVELOPMENT		AP			37,514.84
0	2/23/2017	IRS PAYROLL		AP			2,266.82
0	2/23/2017	EDD PAYROLL		AP			578.96
0	2/23/2017	CALPERS		AP			3,429.43
0	2/23/2017	CASDU		AP			205.38
18518	2/23/2017	MICHELLE CORBIN		PR			1,416.53
18519	2/23/2017	DESTINY DIAZ		PR			1,066.63
18520	2/23/2017	ROSA SANDOVAL		PR			967.50
18521	2/23/2017	MARY HELEN TUTTLE		PR			575.03
18522	2/23/2017	MARINA WEST		PR			3,435.61
18523	2/23/2017	JAMES BOYD		PR			1,431.88
18524	2/23/2017	MICHAEL CARUSO		PR			1,124.57
18525	2/23/2017	JARED HUNTZINGER		PR			1,284.14
18526	2/23/2017	LOGAN NOUNNAN		PR			1,523.02
18527	2/23/2017	DAVID REWAL		PR			1,858.25
Total Void Check Count:							0
Total Void Check Amount:							
Total Valid Check Count:							79
Total Valid Check Amount:							142,545.15
Total Check Count:							79



2/16/17

To: Marina West

From: Destiny Diaz

Subject: Service Order Report February 2017

SERVICE ORDER REPORT FOR FISCAL YEAR 2016-2017

	J	A	S	O	N	D	J	F	M	A	M	J	YTD
After Hours Call Out	1	1	4	2	4	0	0	0					12
AirVac Maintenance	4	0	0	0	0	1	0	0					5
AirVac Replacement	0	1	0	0	0	0	0	0					1
Booster Repair/Maintenance (New Category)	0	0	0	0	0	0	0	0					1
Bulk Stations: Maintenance	1	0	2	0	1	0	0	0					4
Close Account	0	0	1	0	0	0	1	0					2
Customer Requested Asst	8	7	11	11	9	6	16	6					74
Reported Leaks	5	12	3	3	2	3	1	2					31
Destroy Service Line	0	1	0	0	0	0	0	0					1
Exchange Meter	5	19	7	8	15	10	12	15					91
Facility Inspections*	2	0	0	0	0	2	0	0					4
Fire Flow Test	0	0	0	0	0	0	0	0					0
Flush Deadend/Blowoffs	0	1	0	1	0	1	0	0					3
General Maintenance	2	0	0	1	0	0	0	1					4
Hangtag	10	13	6	7	8	5	6	2					57
Hydrant Maint.	78	29	37	60	28	8	0	0					240
Install New Service	0	1	1	0	1	0	0	0					3
Lock-Offs	34	20	20	26	34	24	34	17					209
Miscellaneous	8	2	4	8	7	8	9	5					51
Office Repairs	0	1	1	0	0	1	0	0					3
Open New Service	0	0	0	0	0	0	0	0					0
Pressure Complaint	0	1	0	1	1	1	0	1					5
Pull Meter	1	1	0	0	1	0	0	0					3
Read Meter	13	15	19	9	5	9	3	10					83
Repair Mainline	0	2	0	0	0	0	1	0					3
Repair Service Line	8	15	6	7	5	0	0	1					42
Replace Service Line	14	18	15	13	19	17	10	10					116
Reread Meter	64	72	28	9	5	7	17	13					215
Safety Meeting	0	0	0	0	0	0	0	0					0
Tamper	0	0	0	0	0	1	0	0					1
Tank/Reservoir Maintenance/Repairs	0	0	0	0	0	0	0	0					0
Unlock Service	30	26	26	27	28	26	29	16					208
Valve Maintenance	0	1	1	0	0	0	0	0					2
Verify Meter Locked	7	3	10	12	14	9	9	1					65
Water Quality Issues **	1	0	0	0	0	0	1	0					2
Well Repairs/Maint. And Water Level	0	0	0	1	0	0	0	0					1
TOTAL	296	262	202	206	187	139	149	100	0	0	0	0	1541

*Includes Inspections for Fire Extinguishers, Vehicles and Facilities

** Includes Water Quality (taste, odor, color)

DATE: 3/15/2017
TO: Board of Directors
FROM: Kit Boyd
RE: FEB. 2017 Production

	<u>Cubic Feet Pumped</u>	<u>Total Gallons Pumped</u>	<u>Average GPM</u>	<u>Total Running Time</u>	<u>acre feet</u>
Well 2	Well is "inactive"				
Well 3	105,240	787,195	389	33.7	2.42
Well 4	Well is "inactive"				
Well 6	59,840	447,603	387	19.3	1.37
Well 7	101,500	759,220	344	39	2.33
Well 8	265,400	1,985,192	864	38.3	6.09
Well 9	304,000	2,273,920	624	60.7	6.98
Well 10	19,780	147,954	65	37.7	0.45
Total	855,760	6,401,085	466	228.7	19.65
A Boosters	41,070	307,204	141	36.2	
C Boosters	95,600	715,088	312	38.2	
Total	136,670	1,022,292			



DATE: 3/15/2017
TO: Board of Directors
FROM: Kit Boyd
RE: FEB. 2017 Goat Mountain Well Production

	<u>Cubic Feet</u> <u>Pumped</u>	<u>Total Gallons</u> <u>Pumped</u>	<u>Average</u> <u>GPM</u>	<u>Total</u> <u>Running Time</u>	<u>acre feet</u>
Well GMW1	113,540	849,279	214	66	2.61
Well GMW2	15,428	115,400	185	10.4	0.35
Well GMW3	161,700	1,209,516	282	71.4	3.71
Total	290,668	2,174,195	245	147.8	6.67
 Booster # 1				3.9	
Booster # 2				47.3	
Booster flow	104,200	779,416	254	51.2	

Bighorn-Desert View Water Agency



Board of Directors

J. Larry Coulombe, President
Michael McBride, Vice President
Judy Corl-Lorono, Secretary
J. Dennis Staley, Director
Terry Burkhart, Director

Marina D West, PG, General Manager

A Public Agency

Agency Office

622 S. Jemez Trail
Yucca Valley, CA 92284-1440

760/364-2315 Phone
760/364-3412 Fax

www.bdvwa.org

Board of Directors' Special Meeting Minutes (Annual Board Workshop)

Board Meeting Office
1720 N. Cherokee Trail, Landers, CA 92285
Friday, February 24, 2017 – 10:00 a.m.

Call to Order

Meeting convened by Board President J. Larry Coulombe at 10:00 a.m.

Pledge of Allegiance

Led by John Burkhart.

Roll Call

Directors Present:

J. Larry Coulombe
Michael McBride
Judy Corl-Lorono
J. Dennis Staley
Terry Burkhart

Staff Present:

Marina West
Michelle Corbin

Approval of Agenda

Motion to approve the agenda.

MSC' (Burkhart/McBride) unanimously approved.

Review Board of Director's Handbook

General Manager West reviewed the entire handbook with the Directors. The Director's Handbook was adopted March 1, 2016 and is to be reviewed each year. Items discussed included possible updates such as agency milestones, accomplishments and facility descriptions. West also noted Agency Attorney David Wysocki expressed the need for various changes to the handbook. West stated an updated version will be brought to the Board of Directors in the near future for adoption.

West also announced staff had received notice the agency has received the California Special Districts Association "District of Distinction" Award. One requirement of receiving the award was the adopted Director's Handbook. Maintaining District of Distinction status requires the Directors to review the handbook each year.

Other items discussed included director compensation and expense, the Fair Political Practice Commission Forms, conflict of interest and board meetings as they pertain to the Brown Act.

No public comments.

Adjourned for a Break at 10:38 a.m. - Reconvened from Break at 10:48 a.m.

Review Agency Emails for Directors

General Manager West reviewed the Director emails via a power point presentation. West discussed how the Directors log onto the mail server and obtain their agency email accounts. Agency Attorney David Wysocki discussed with the Board pending legal actions, outside of Bighorn-Desert View Water Agency, pertaining to the right of privacy if/when an "official" uses a personal phone or computer to discuss district/agency business. Mr. Wysocki stated these devices, if used for public purposes, could become part of public disclosure and therefore all agency/district business should be conducted through the email account provided by Bighorn-Desert View Water Agency.

Review Emergency Response Plan

General Manager West reviewed with the Board the current Bighorn-Desert View Water Agency Emergency Response Plan. West began with a review of the Landers earthquake. Using maps of the area, West described to the Board how the faults affected the agency facilities. Using the Landers earthquake as an example for the Emergency Response Plan, West reviewed the plan. West also discussed at length the monthly/yearly and bi-yearly safety course requirements for agency staff and board members.

Adjournment – President J. Larry Coulombe adjourned the meeting at 11:47 a.m.

Approved by:

Judy Cori-Lorono, Secretary of the Board

MSC¹ – Motion made, seconded, and carried.

Bighorn-Desert View Water Agency



Board of Directors

J. Larry Coulombe, President
Michael McBride, Vice President
Judy Corl-Lorono, Secretary
J. Dennis Staley, Director
Terry Burkhart, Director

Marina D West, PG, General Manager

A Public Agency

Agency Office

622 S. Jemez Trail
Yucca Valley, CA 92284-1440

760/364-2315 Phone
760/364-3412 Fax

www.bdvwa.org

Board of Directors' Regular Meeting Minutes

Board Meeting Office
1720 N. Cherokee Trail, Landers, CA 92285
Tuesday, February 28, 2017 – 6:00 p.m.

Call to Order

Meeting convened by Board President J. Larry Coulombe at 6:18 p.m.

Pledge of Allegiance

Led by Randy West

Roll Call

Directors Present:

J. Larry Coulombe
Michael McBride
Judy Corl-Lorono
J. Dennis Staley
Terry Burkhart

Staff Present:

Marina West
Michelle Corbin

Approval of Agenda

Motion to approve the agenda.

MSC¹ (McBride/Staley) unanimously approved.

Coulombe: Y
McBride: Y
Corl-Lorono: Y
Staley: Y
Burkhart: Y

Resolution No. 17R-04 Expressing Support for the Enactment of Assembly Bill No. 366, an Act to Amend Section 106.4 of the Water Code

General Manager West reported on Assembly Bill No. 366, a bill proposed by Assemblyman Olberholte. This bill will amend the Water Code, allowing new residential development and permits on parcels that existed before January 1, 2018. Recently, Governor Brown signed into law a bill SB 1263 that banned new building if the source of water was hauled water.

Public comments:

Anonymous asked what the average water bill is for water haulers.

Motion No. 17-007

(After brief Board discussion), Vice President McBride made a motion to adopt Resolution No. 17R-04 Expressing Support for the Enactment of Assembly Bill No. 366, An Act to Amend Section 106.4 of the Water Code.. Director Corl-Lorono seconded the motion.

MSC¹ (McBride/Corl-Lorono) unanimously approved.

Coulombe:	Y
McBride:	Y
Corl-Lorono:	Y
Staley:	Y
Burkhart:	Y

Discuss General Manager Employment Contract Including Compensation and Other Provisions

Vice President McBride led the conversation with General Manager West and the Board of Directors. West reviewed the current trends of pay for administrative staff at neighboring water districts. West reminded the Board she is currently filling up to three and sometimes four positions existing in other entities.

Vice President McBride reviewed General Manager West's current contract with the Board and West suggested the Board remove the car allowance and apply the same dollar amount to the General Managers pay. She also pointed out that she had not granted herself the last to Cost of Living Adjustments (COLA) authorized by the Board of Directors even though her contract allowed it. West then suggested the Board of Directors allow a 5 % (five percent) salary increase and to remove the automatic COLA from the contract.

After much discussion General Manager West requested to extend her contract five year. Director Burkhart also brought up the idea to increase West's vacation. West explained she is unable to take up all of her vacation each year and that she wants to keep this position as a full time position and fears adding more vacation may lead to what equates to a part time position. The Board agreed to the following: reduce the car allowance to \$0.00 (zero), eliminate the automatic COLA, extend the contract period five years and the salary of \$150K would become effective July 1, 2017.

Public Comment:

Anonymous asked if the contract could be extended longer.

Motion No. 17-008

(After brief Board discussion), Vice President McBride made a motion to amend the General Manager Employment Contract provisions including compensation, terms of employment and other benefits provisions. The motion was seconded by Director Corl-Lorono. General Manager West was directed to return to the Board of Directors with an amended contract to further review and possible adoption.

MSC¹ (McBride/Corl-Lorono) 4/1 Director Staley voted no.

Coulombe:	Y
McBride:	Y
Corl-Lorono:	Y
Staley:	N
Burkhart:	Y

Initiating of Procedure for a Cost-Of-Living Adjustment (COLA) to the Board of Directors Compensation Via Future Ordinance

General Manager West reviewed the process for raising the Cost-of-Living Adjustment for the Director per diem. Vice President McBride would like to raise the per diem this year so that the Agency may attract Directors in the future. Director Staley feels the 5% raise this year is fine; however, he disagrees with Vice President McBride and stated a person should not run for the Board if the predominate reason is to be paid.

Public comment:

Anonymous commented on the Social Security Directors also pay into with the per diem pay.

Motion No. 17-009

(After brief Board discussion), Vice President McBride made a motion to direct staff to initiate the process for increasing the Board of Directors per diem compensation by five percent (5%) for fiscal year 2017/2018. Director Staley seconded the motion.

MSC¹ (McBride/Staley) motion carried.

Coulombe:	Y
McBride:	Y
Corl-Lorono:	Y
Staley:	Y
Burkhart:	Y

Changing the Agency Regular Elections for the Governing Board

General Manager West reported the Agency has been contacted by the Registrar of Voters in San Bernardino. Per Senate Bill 415 the Agency along with many other entities within the State of California are now required to move their elections to even number years if currently their elections are being held during odd numbered years.

West also stated the Registrar of Voters recommended the Agency adopt this resolution in order to move this year's election out one year. Doing so will save the Agency from incurring a 300% to 400% election cost increase this year, when an election was expected, because we may be the only entity holding an election this year within San Bernardino County.

No public comment.

Motion No. 17-010

(After brief Board discussion), Vice President McBride made a motion to adopt Resolution No. 17R-05 Changing the Regular Election for the Governing Board of Directors from November of Odd-Numbered Years to the Statewide General Election in November of Even-Numbered Years. Director Corl-Lorono seconded the motion.

Roll Call Vote:

Ayes:	McBride, Corl-Lorono, Staley, Coulombe, Burkhart
Nays:	None
Abstain:	None
Absent:	None

MSC¹ (McBride/Corl-Lorono) unanimously approved.

Resolution 17R-06 Adopting a Revised Purchasing Authority Policy

General Manager West stated she has met twice with the FPREP Committee on this Policy. West reported that while looking at revising the Purchasing Policy she realized the Agency has its own law, Article Number 124 pertaining to contracts, bids, notice and contracting or purchasing without bidding.

West reviewed the current credit card policies and limits. West also reviewed the credit card fees the customers are paying to our third party vendor that accepts credit cards on our behalf.

No public comments.

Motion No. 17-011

(After brief Board discussion), After Board discussion, Vice President McBride made a motion to adopt Resolution No. 17R-06 Adopting a Revised Purchasing Authority Policy. The motion was seconded by Director Corl-Lorono.

MSC¹ (McBride/Corl-Lorono) unanimously approved.

Coulombe: Y
McBride: Y
Corl-Lorono: Y
Staley: Y
Burkhart: Y

Resolution 17R-07 Authorizing Agency Credit Cards for Staff and Setting Guidelines for the Use of the Same

General Manager West reported the policy will add a new card for the Lead Water Distribution Operator and increase the limit on the General Manager.

No public comment.

Motion No. 17-012

(After brief Board discussion), Vice President McBride made a motion to adopt Resolution No. 17R-07 Authorizing Agency Credit Cards for Staff and Setting Guidelines for the Use of the Same.. Director Staley seconded the motion.

MSC¹ (McBride/Staley) unanimously approved.

Coulombe: Y
McBride: Y
Corl-Lorono: Y
Staley: Y
Burkhart: Y

Consent Items – The following items are expected to be routine and non-controversial and will be acted on by the Board at one time without discussion, unless a member of the Public or member of the Board requests that the item be held for discussion or further action.

- a. Financial Statements January 2017
 - 1. Balance Sheet
 - 2. Budget Status
- b. Receive and File Bank Reconciliation (AR Disbursements) January 2017
- c. Unrestricted and Restricted Goat Mtn. Cash Account Summary
- d. Service Order Report, January 2017
- e. Production Report, January 2017
- f. Goat Mtn. Production Report, January 2017
- g. Regular Board Meeting Minutes, January 24, 2017
- h. Receive and File Regular FPREP Committee Meeting Report, November 16, 2016
- i. Resolution 17R-08 – A Resolution Authorizing Agency Director Credit Cards and Setting Guidelines for the Use of the Same.

No Public comment.

Motion No. 17-013

Vice President McBride made a motion to approve consent items a – i. The motion was seconded by Director Corl-Lorono.

MSC¹ (McBride/Corl-Lorono) unanimously approved.

Coulombe: Y
McBride: Y
Corl-Lorono: Y
Staley: Y
Burkhart: Y

Matters Removed From Consent Calendar – No items removed from Consent Calendar

Public Comment Period – No Public Comment

Verbal Reports

Director Corl-Lorono reported on the February 9, 2017 Alliance for Water Awareness and Conservation (AWAC) Meeting she attended where they discussed grants and opportunities

General Manager West reported the Agency has received grants from AWAC to help fund the Water Education Day. West also stated the Agency is requesting funds to replace the two large Joshua Trees and develop a brochure for the demonstration garden at the Landers Post Office.

Director Staley reported on a talk he attended at Belfield Hall on Giant Rock. Director Staley also reported on the Homestead Valley Community Council (HVCC) meeting he attended on February 20, 2017. He mentioned Supervisor Ramos attended the HVCC meeting where they discussed hauled water and solar projects.

Adjournment – President J. Larry Coulombe adjourned the meeting at 8:12 p.m.

Approved by:

Judy Corl-Lorono, Secretary of the Board

MSC¹ – Motion made, seconded, and carried.

Bighorn-Desert View Water Agency



Board of Directors

J. Larry Coulombe, President
Michael McBride, Vice President
Judy Corl-Lorono, Secretary
J. Dennis Staley, Director
Terry Burkhart, Director

Marina D West, PG, General Manager

A Public Agency

Agency Office

622 S. Jemez Trail
Yucca Valley, CA 92284-1440

760/364-2315 Phone
760/364-3412 Fax

www.bdvwa.org

**Board of Directors'
Special Meeting Minutes**

Board Meeting Office
1720 N. Cherokee Trail, Landers, CA 92285
Tuesday, February 27, 2017 – 5:00 p.m.

Call to Order

Meeting convened by Board President J. Larry Coulombe at 5:01 p.m.

Pledge of Allegiance

Led by John Burkhart.

Roll Call

Directors Present:

J. Larry Coulombe
Michael McBride
Judy Corl-Lorono
J. Dennis Staley
Terry Burkhart

Staff Present:

Marina West
Michelle Corbin

Approval of Agenda

Motion to approve the agenda.

MSC¹ (Corl-Lorono/McBride) unanimously approved.

Closed Session

Public Employee Performance Evaluation (Gov. Code Section 54957)

Position begin evaluated: General Manager

Adjourned to closed session at 5:05 pm - Reconvened from closed session at 6:15 pm.

Closed Session Report

President Coulombe reported the Board of Directors have completed the evaluation of General Manager Marina West.

Public Comment Period

No public comment

Verbal Reports
No verbal reports

Adjournment – President J. Larry Coulombe adjourned the meeting at 6:17 p.m.

Approved by:

Judy Corl-Lorono, Secretary of the Board

MSC¹ – Motion made, seconded, and carried.

Pending Board Approval

[CHECK RESERVATIONS](#) | [HELP](#)

California Special Districts Association Legislative Days 2017

Event date:
May 15 - 17, 2017

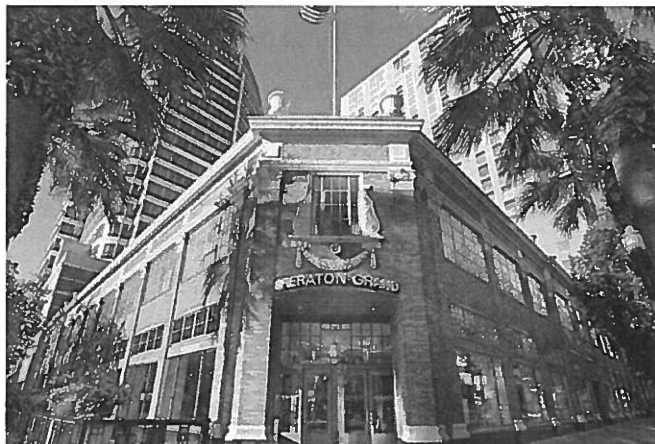
Venue:
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Join movers and shakers from all over California

THE legislative conference for special districts. This event provides local government leaders the opportunity to meet with and educate their legislators about the significant contributions special districts make in their communities and throughout the state.

Register Now (<http://members.csga.net/imis15/EventDetail?EventKey=17SDLD>)

May 16 – 17, 2017 | Sacramento

Schedule

Tuesday, May 16

Time	Class
9:00–10:00 a.m.	Registration Partake in refreshments and networking opportunities
10:00–10:15 a.m.	Welcome Day one officially begins
10:15–11:00 a.m.	Legislators Panel Participate in audience Q and A with key legislators focused on local government policies
11:15 a.m.–12 p.m.	Lunch: Legislative Briefing Learn the issues from CSGA's lobbyists
2:00–5:00 p.m.	Legislative Office Visits Attend pre-arranged visits to legislative offices to advocate as a group on the top issues facing special districts
5:00–6:30 p.m.	Hosted Legislative Reception Rub elbows in a casual environment with legislators and Capitol staff

Wednesday, May 17

Time	Class
7:45–8:30 a.m.	District Networks Café Enjoy breakfast with your local network's public affairs field coordinators, CSGA Board Members, and fellow special district leaders
8:30–8:45 a.m.	Welcome Day two officially begins
8:45–9:45 a.m.	Keynote Speaker Hear from a statewide official about the latest opportunities and challenges facing special districts in California
10:00–11:00 a.m.	Policy Panel What's next for special districts following the Little Hoover Commission report on special districts due out in March?
11:00–11:30 a.m.	Awards and Legislative Priorities Outlook Recognize the good work of your peers and hear concluding remarks on CSGA's legislative priorities

Location

Bighorn-Desert View Water Agency

Board of Directors

J. Larry Coulombe, President
Michael McBride, Vice President
Judy Corl-Lorono, Secretary
J. Dennis Staley, Director
Terry Burkhart, Director

Marina D West, P.G., General Manager



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Finance/Public Relations/Education And Personnel Committee Special Meeting Report

Board Meeting Office
1720 N. Cherokee Trail, Landers, CA 92285
Tuesday, January 17, 2017 - 9:00 a.m.

Committee Members: Michael McBride & Larry Coulombe

Call to Order

Director McBride called the meeting to order at 9:00 a.m.

Pledge of Allegiance

Led by Mary Coulombe

Roll Call

Directors: Director McBride
Director Coulombe

Staff: Marina West
Michelle Corbin

Approval of the Agenda

Director McBride and Director Coulombe approved the agenda as presented.

Review Draft Purchasing Policy

General Manager West reviewed the proposed purchasing policy with the Committee and noted the purchasing policy was also discussed at a prior committee meeting on September 21, 2016. Many of the updates and changes to the proposed purchasing policy were determined during the September meeting. West reminded the Committee the Board is still guided by other policies such as board resolutions pertaining to credit card use. Other items discussed include involving local water agencies during emergency situations and new and existing rules for public works contracts.

Public comment: No public comment.

Review 2017 Social Security Cost-of-Living Adjustment (COLA) and Recommend Adjustment for All Employees except General Manager

General Manager West gave a brief review of the employee COLA procedure the Board has followed in previous years. West reviewed the budget impacts of a COLA based on the social security index at various percentages.

West explained to the Committee other methods employees may receive pay increases. West also reviewed the step scales found within the Employee Manual and their future adoption by the Board of Directors.

Public comment: No public comment.

The Committee directed staff to bring the “pay range and step scales” to the full Board of Directors showing the impact of both 2% and 3% for further discussion and possible adoption.

Consent Items

- a. Regular FPREP Meeting Report, November 16, 2016

Public comment: No Public Comment.

Director McBride and Director Coulombe approved the report.

Public Comment Period

No public comment.

Verbal Reports

Committee Member Comments/Reports

No Reports.

General Manager's Report

General Manager West announced the Morongo Basin Conservation Association Desert-Wise Living Series Workshop titled “What About My Water” scheduled for January 28, 2017.

Adjournment - Director McBride adjourned the meeting at 9:38 a.m.

Bighorn-Desert View Water Agency

Board of Directors

J. Larry Coulombe, President
Michael McBride, Vice President
Judy Corl-Lorono, Secretary
J. Dennis Staley, Director
Terry Burkhart, Director

Marina D West, P.G., General Manager



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Planning/Legislative/Engineering Grant & Security Committee Regular Meeting Report

Board Meeting Office
1720 N. Cherokee Trail, Landers, CA 92285
Tuesday, October 18, 2016 - 9:15 a.m.

Committee Members: Director Burkhart & Director Staley

Call to Order

Director Burkhart called the meeting to order at 9:29 a.m.

Pledge of Allegiance

Led by John Burkhart

Roll Call

Directors: Terry Burkhart
J. Dennis Staley (Director Corl-Lorono absent with prior notice)

Staff: Marina West
Michelle Corbin

Approval of the Agenda

Director Burkhart and Director Staley approved the agenda as presented.

Conference Call with Mojave Water Agency's Legal/Legislative and Public Information Committee

Carolyn Jensen of KP Public Affairs reported on Senate Bill 1263 (Wieckowski) as it pertains to hauled water. Ms. Jensen explained that SB 1263 will prevent any future new development within California if the source of water is hauled water. Ms. Jensen also reported on Senate Bill 1262 (Pavley) of which reads that hauled water is not a source of water for the purposes of a water supply assessment.

Letitia White of Innovative Federal Strategies reported on appropriations bills and the upcoming election. Ms. White then introduced Mr. Drew Tatum and Ms. Jean Denton. Mr. Tatum reported on the California Solution for the West Wide Drought Bill and current discussions on funding for Flint, Michigan.

Ms. Denton discussed future actions dependent on the election outcome.

No public comment.

Bureau of Land Management (BLM) Lease Update

General Manager West reviewed all that had transpired once the original thirty year right-of-way grant from BLM expired. West went on to explain that once this grant expired and was renewed, the Agency was offered a long term rental agreement. At the time the Agency decided to the rent on a yearly basis. Since 2009 the BLM right-of-way rent has increased significantly. West reminded the Committee of the Agency request for appeal to BLM regarding the rent increase. The BLM has suggested the Agency apply for a hardship waiver. West reviewed with the Committee other items discussed between Agency and BLM which include access roads and width of land actually needed for the water mainlines.

Public comment:

Anonymous asked if the Bureau of Land Management is currently maintaining the roads in question.

Anonymous asked if there are other water utilities experiencing the same issue.

Consent Items

- a. Special PLEGS Meeting Report, September, 20 2016

Public comment:

Director Burkhart and Director Staley approved the report.

Public Participation

No public comment.

Verbal Reports

No Committee Member Reports.

General Manager's Report

General Manager West reported Mojave Water Agency refinanced the Morongo IDM Debt. The agencies involved will collectively save \$1.969 million dollars. Collection of this tax will be complete by the year 2020.

West also reported on the Local Agency Formation Commission (LAFCO) Annexation of CSA 70/W-1 to the Agency, as it pertains to the transfer of monies and properties

Adjournment - Director Burkhart adjourned the meeting at 11:06 a.m.

**BIGHORN DESERT VIEW WATER AGENCY
AGENDA ITEM SUBMITTAL**

Meeting Date: March 28, 2017

To: Board of Directors

Budgeted: Yes

Budgeted Amount: \$1,000

Cost: This action: \$0.00

(FY16/17 total: \$996.96)

Funding Source: line item 01-56022

From: Marina D. West
Michelle Corbin

General Counsel Approval: N/A

CEQA Compliance: N/A

Subject: Review and approval of Agency Bad Debt expenses "write-off" for the period August 2015 to present in the amount of \$996.96

SUMMARY

The established policy for the approval of the expense of bad debt encompasses several categories of "write-offs". The internal policy is to ignore all debts under \$25. Unpaid debt over \$25 may be sent to a collections agency. The unpaid debt before the Board to date are mostly unliened properties that have sold to a new owner and the "old" owner did not pay his/her closing water account with the Agency.

To bring all bad debt to current status, staff is requesting the Board acknowledge and "write-off" \$996.96.

This action does not include any accounts that were processed as a property tax lien. Those accounts were last brought to the Board for a public hearing in the July 2016 and were processed through the San Bernardino County Tax Collector office in the Fall of 2016.

RECOMMENDATION

Board considers taking the following action(s):

1. Approval of Bad Debt expenses "write-off" in the amount of \$996.96 for the period August 2015 to present.

BACKGROUND/ANALYSIS

This report concerns accounts that are being "written-off" because:

- They cannot be tied to a property for a property lien.
- The amount remaining on the account is less than \$25, and written off per Agency policy (Resolution 13R-05).
- The person is deceased or had obtained bankruptcy judgment relieving them of past water account debt.

Staff's analysis shows several issues in trying to link these balances to the current owner: 1) property ownership has turned over several times; 2) properties sold and the old owner failed to pay their closing bill or 3) tenant belonged to an old owner and failed to pay their closing bill. Staff and legal counsel advise it is inappropriate to charge the current owner for these reasons.

Staff is recommending the Board approve the bad debt expenses "write-off" in the amount of \$996.96.

PRIOR RELEVANT BOARD ACTION(S)

8/25/15 Board approval of Bad Debt expenses "write-off" in the amount of 816.94.

6/24/14 Board approval of Bad Debt expenses "write-off" in the amount of \$874.61.

4/23/13 Board approval of Bad Debt expenses "write-off" in the amount of \$4,491.95 for the period of March 2011 through April 2013.

3/26/13 Board Resolution 13R-05 Establishing a Policy for the Approval of the Expense of Bad Debt.

3/22/2011 Board approval of Bad Debt expenses "write-off" in the amount of \$3,920.19 for the period of 2009 through March of 2011.

6/29/2010 10R-05 Resolution confirming reports of delinquent accounts for water charges, meter charges, bonded indebtedness, and processing fees and authorizing the placement of property liens on the secured tax rolls of San Bernardino County for collection of delinquencies within Bighorn Desert View Water Agency

9/6/2009 Board approval of Bad Debt expenses "write-off" in the amount of \$17,831.49 for the period FY05/06 to present; and 09P-03 A Policy Statement of the Board of Directors establishing a policy for the approval of the expense of bad debt.

RESOLUTION NO. 17R-XX

RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIGHORN-DESERT VIEW WATER AGENCY ADOPTING A PUBLIC RECORDS RETENTION AND DESTRUCTION POLICY

WHEREAS, The Board of Directors of the Bighorn-Desert View Water Agency desires to implement a policy for the retention of public records according to provisions of the Government Code and the California Public Records Act; and

WHEREAS, the Government Code allows for the destruction of some public documents under certain circumstances, except those that are prepared or received in a manner required by state statute; and

WHEREAS, this Resolution rescinds and repeals Resolution No. 12R-18.

NOW, THEREFORE, THE BOARD OF DIRECTORS HEREBY RESOLVES:

Section 1: Purpose

As a result of the growth of the Agency and increase in the number of customers, the logistical demands of cataloging, storing and retrieving Agency records, documents, instruments, books and papers (collectively, "records") has caused an increase in the amount of staff time devoted to such tasks, and the Agency is running out of space within which to store its records. Therefore, it is the purpose of this Resolution to adopt guidelines governing the retention and disposal of Agency records, to ensure prompt and accurate retrieval of records and to ensure compliance with legal and regulatory requirements.

Section 2: Retention of Public Records

Agency records shall be kept **in either**: (a) its original paper form, or (b) electronically, provided that the electronic copy complies with the requirement of **Section 4** below. Whether kept in paper form or electronically, records shall be kept for the minimum period of time required by law (see **Section 5**, below), or until the record is no longer required, whichever period is longer. When one section of the policy conflicts with another, that which provides for the longer retention period will be honored.

Section 3: Expiration of Retention Period: Destruction of Records

Upon expiration of the retention period applicable to an Agency record, the record may be destroyed in one of the following two ways:

- A. **No Copy Retained, Permission Required:** if the record is proposed to be destroyed without retaining an electronic copy, or if the record is less than 2 years old, the record shall only be destroyed with the permission of the Agency General Counsel; or
- B. **Copy Retained, No Permission Required:** if the record is proposed to be destroyed but an electronic copy will be made and maintained according to the provisions of **Section 4** below, no permission to destroy the record is necessary.

Section 4: Requirements for Making Electronic Copies of Records

Agency records may be destroyed without the written consent of the Agency General Counsel if all of the following conditions are complied with:

- A. The record is electronically recorded in a trusted system that does not permit additions, deletions or changes to the original record; **and**
- B. The device used to reproduce the record is one which accurately and legibly reproduces the original thereof in all details and does not permit additions, deletions, or changes to the original document images; **and**
- C. A **second true electronic copy** of archival quality of the original version shall be kept in a safe and separate place for security purposes.

No page of any records shall be destroyed if any page cannot be reproduced electronically with full legibility. Every un-reproducible page shall be permanently preserved for the period of time required by law in a manner that will afford easy reference.

For the purposes of this Section, every reproduction shall be deemed to be an original record and a transcript, exemplification or certified copy of any reproduction shall be deemed to be a transcript, exemplification or certified copy, as the case may be, of the original.

Section 5: Retention of Agency Records by Service Category

Administrative Services:

Indefinitely:	Records affecting title to the Agency's real property (deeds, easements, etc.) Board of Directors Meeting Minutes Board Standing Committee Meeting Reports Board of Directors Meeting Audio and Video Records Ordinances and Resolutions Administrative Policy Manual (current policies only) Historical Documents <ul style="list-style-type: none">• Audits• Agency Organic Act and associated amendments• Master Plan, Feasibility Studies, Groundwater Management Plan, etc.
3 years:	Agenda Packets Applications for appointment to Boards, Commissions and Committees Membership in municipal organizations and groups Election petitions (initiative, referendum, recall and nomination) Press releases Public Information Request correspondence(s) (After PIR closed/completed) General correspondence Proof of Publication
10 years	Service contracts (after expiration) Statements of Economic Interest (Form 700) for designated employees Ethics Training (AB 1234) Certifications Joint Powers and Cooperative Agreements (after expiration)

Finance:

90-days	Utility Billing Payments received via paper check
3 years	Accounts Receivable (Billing) Records <ul style="list-style-type: none">• Daily Meter Reading Journal• Record of Delinquent Billing• Month End Reports (e.g. Monthly Trial Balance, Pending A/R, Water Control Report, Customer Deposits on Account)• Taxes Receivable (general levy, Ad Valorem, Revenue bonds)• Billing Register Accounts Payable Records <ul style="list-style-type: none">• Monthly Bank Reconciliation• Cancelled checks• Bank statements• Vendor records• Warrant register (list of check disbursements) General Ledger Fixed Assets (following disposal of asset) General Correspondence
10 years	Municipal Bonds (after pay-off) Insurance Policies (Workers' Compensation, Liability, E&O, etc.) California Public Employee Retirement System (CalPERS) Contracts (after expiration)

Human Resources:

Indefinitely	Certain CalPERS records to determine benefits due
3 years	<p>Personnel Records (after employment has ended or upon vacating elected/appointed office)</p> <ul style="list-style-type: none">• Personnel files• Loyalty oaths• Safety Training Records• Federal Immigration (Form I-9) records• Minors' work permits• Internal investigations of employee misconduct <p>Medical (HIPPA) Records</p> <ul style="list-style-type: none">• Family and Medical Leave Act records• California Family Rights Act records• Medical insurance plans (expired) <p>Payroll Information</p> <ul style="list-style-type: none">• Time cards• Wage rate tables• Records of additions to or deductions from wages• Payroll records• Income Tax Withholding Records• Federal Unemployment Tax Records• FICA Contributions Records <p>Job applications (inc. job ads, test papers, physical exams <in HIPPA file>, etc.)</p> <p>Expired Insurance Policies</p> <p>General correspondence (employee memos, notices, etc.)</p>
10 years	<p>Occupational Injury and Illness</p> <ul style="list-style-type: none">• OSHA Log and Summary of Occupational Injury and Illnesses• Employees' Claims for Worker's Compensation Benefits• Employer's Report of Occupational Injury or Illness• Reports to the Division of Worker's Compensation• Doctor's First Report of Occupational Injury or Illness• All medical records and reports• WCAB Orders and Awards• Records of payment of compensation benefits• Worker's Compensation Claim Log• Copies of applications for adjudication of claim filed with the WCAB <p>CalPERS contracts and related documents (after expiration or termination)</p> <p>Illness and Injury Prevention Program inspection and training records</p>
30 years	<p>Records of employee exposure to hazards (e.g. toxic chemicals, high levels of noise, airborne contaminants and blood borne pathogens.</p>

Information Systems:

3 years	E-mails and correspondence
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Planning:

Indefinitely	Sphere of Influence Annexations Variances
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3 years	General correspondence Recorded documents pertaining to private property (e.g. lot line adjustments, parcel mergers) (Note: these documents are normally recorded by the County of San Bernardino County Clerk)
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10 years	Environmental Impact Reports (EIR), California Environmental Quality Act (CEQA) Negative Declarations, Mitigated Negative Declarations, Categorical Exemptions Grant documents (e.g. Community Development Block Grants, State and Federal grant documents) Planning grants and other funding requests (unless other retention required by grantor)
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Public Works/Maintenance:

Indefinitely	As-built plans and drawings, Atlas Facility Maintenance Records <ul style="list-style-type: none">• Water Level Data• Water Quality Lab Reports• Major Repair/Refurbishment• Valve Exercising• Fire Hydrant Maintenance• Storage Reservoir Maintenance Customer Files by Assessor Parcel Number (e.g. application for water service, site detail drawings, correspondence, and maintenance records)
3 years	Preliminary notices Unaccepted bids and proposals to construct or install Unaccepted bids for professional services (e.g. design, inspection, etc.) Agency (miscellaneous) Service Orders General correspondence
3 years (after completion)	Accepted bids and proposals to construct or install or professional services Certified payroll Conditional waivers
10 years (after completion)	Performance and Maintenance Bonds Soils reports Hydrology reports Inspection logs Structural Calculation(s) Department of Public Health <ul style="list-style-type: none">• Sanitary Surveys• Citations
30 years	Department of Public Health <ul style="list-style-type: none">• Consumer Confidence Reports (CCR)• Lead and Copper Monitoring Reports (lab analysis, certifications)• State Certifications

Risk Management:

10 years	Claims and Litigation files (closed cases)
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PASSED, APPROVED, AND ADOPTED by the Board of Directors to Bighorn-Desert View Water Agency this 24th day of April 2012.

By _____
Michael McBride, President of the Board

ATTEST:

David Larson, Secretary of the Board



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
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Presented to

**Bighorn-Desert View Water Agency
California**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2016

A handwritten signature in black ink, reading "Jeffrey R. Emen". The signature is fluid and cursive.

Executive Director/CEO